

Special Education Advisory Panel

August 18-19, 2005

Minutes

August 18, 2005

Members Present

Deana O'Brien
Beverly Woodhurst
Kristen Callen
Dorothy Parks
DeAnn Fiedler
Doreen Frappier
Martha Crabtree

Melissa Frazier
Richard Staley
Patti Simcosky
Kim Oligschlaeger
Theresa Valdes
Kent Kolaga
Stephen Viola

Barbara Scheidegger
Ray Wicks
Lynda Roberts
Melodie Friedebach
Tamara Arthaud
Amanda Coleman
Joan Zavitsky

Members Not Present

Eileen Huth
Pat Jackson
Jeaneal Alexander
Trish Grassa

Mike Hanrahan
Cathy Meyer
Mary Kay Savage
Ken Southwick

Pam Walls
Shirley Woods

DESE Staff Present

Debby Parsons
Mary Corey

Others Present

John Copenhagen (MPRRC)
Mark Wolak (NCRRC)

Brian Abery (NCRRC)
Bill McMillen (NCRRC)

There was a SEAP orientation session presented by the North Central Regional Resource Center (NCRRC) for new members and those who did not attend the June orientation followed by a working lunch.

Introduction: Perspectives on State Use of Data For Policy-Makers and Decision-Making - Bill

McMillen indicated that all states are trying to figure out how to meet the December 2 deadline. The current word in Washington is "accountability." Accountability for the purpose of using objective information and data. This kind of accountability requires standardization of some sort and some comparability. The role of the panel will be to reflect on data, understand it, and make conclusions. In many cases there is not enough data for low incidence categories to be able to report the data by district without violating privacy. The population in special education is constantly changing.

Mary Corey indicated that information from the improvement plan and annual performance report (APR) will be pulled into the State Performance Plan (SPP). The SPP template was presented to states last week. Each indicator will need to contain a discussion of the issues, baseline data (2004-05) and discussion of the baseline data, six year targets, and six years of activities and improvement. Some of the indicators are new and there needs to be some discussion on how to collect information for these new indicators (how to define what is needed, what mechanisms can be used, or are needed to collect this information). Mark Wolak indicated it would be helpful if the panel determined what kind of information process is needed between panel meetings and what norms need to be in place for panel discussions. Debby Parsons suggested new members review a copy of the state special education profile (copies were available) and is also posted on the web at <http://dese.mo.gov/divspeced/DataCoord/index.html>.

Meeting adjourned at 3:45 p.m.

August 19, 2005

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Mark Wolak

Norms for Future SEAP Meetings - The panel suggested the following norms:

- When comments or suggestions are brought to the panel, if it takes longer than expected, need to table discussion for future meeting or conference call
- Effective use of time
- Time limits on discussions
- Chair has a strong role
- Strong planned agenda
- People come prepared and informed
- Need materials well in advance
- Respectful to listen and avoid side conversations (make an effort to know other members on the panel)
- Open to diverse opinion
- Brainstorming by the group
- Chair needs to make sure that the "voices" are heard (how will things affect teachers, DOC, parents, etc.)
- Expectation that if you have something to say that you will say it to the group
- Stick to the issues/goals (do not blame)
- Shared vision or purpose (always remember why all panel members are here)

At the next meeting, the panel will review and determine if they would like to keep all of these norms. Need to revisit these norms at future meetings to keep them on everyone's mind.

APR/SPP – The SPP is due December 2. The Division plans to refine the process and training materials in September. The Division would like to hold regional meetings sponsored by RPDC consultants with the idea that there be panel partnership (assist with planning, attend meetings) in these meetings (need to work on preparation and how meetings will look).

Mary Corey indicated that the Division needs panel assistance on determining what the improvement indicators are going to be in the SPP. What are other ways of getting information from other organized groups in Missouri? Organization representatives could be invited to attend the regional meetings. The presentation will need to be scripted (provide standardized information at each regional meeting) and there will need to be a plan for immediate feedback from each meeting (develop an easy/quick feedback process that can be quickly

analyzed). The presenter will need to be very knowledgeable about what is being discussed to keep the conversation on target. It was suggested that a facilitator be present at each regional meeting. The panel will be able to review the SPP at the November meeting before it is sent in December. Those attending the regional meetings will only be looking at some of the indicators (not all of the indicators need additional input). Districts will now be held accountable for meeting these targets. Panel members will be asked to participate in the regional meetings to let people know that the panel exists but not to actively participate since the panel will be asked to review the overall data. The regional meetings need to be well advertised.

It was suggested that the following groups be invited to attend the regional meetings:

Charter Schools	Institute Human Development	ASHA
Private/Parochial Schools	Project ACCESS	MO Planning Council
MOCASE	RPDC	BSS
P&A	DOC	BTF
MPACT	DMH	Alternate Schools
PTA	MRDD	DYS
MoSPAN	MATC	Children's Division
CEC	MCDHH	ARC
LDA	Governor Council	VR
AFT	MASA	SB 40 Boards
MNEA	Principals	MACDDS
MSTA	MSBA	Charter sponsors Univ. level

Working lunch (DESE Update)

- Melodie indicated that DESE has made a major investment to staff the RPDCs. The special education RPDC staff are working with districts that have the greatest opportunity for improvement (implementing strategies to assist districts in improving services), assisting in the implementation of positive behavior supports (PBS) (school-wide for all students) and training and coaching individual teachers, helping districts with compliance issues, and providing training in differentiated instruction, co-teaching, response to intervention, and other curriculums. The Division is working on an evaluation plan to determine if the investment is paying off. 2004-05 will be our first year of data.
- There are currently some staff shortages in the Special Education Compliance Section.
- The Division is continuing to work on the implementation of IDEA 2004. A link has been added to the Division website <http://dese.mo.gov/divspeced/IDEA2004.html> which contains information regarding IDEA. This fall the Special Education Compliance Section will host nine regional workshops regarding IDEA and immediate implications, Special Education Funds Management will host nine trainings regarding changes in funding. There will also be training provided through the RPDC on the MAP-A.
- DESE has just started the budget process for this year. The budget forms will be presented to the State Board in October.

Adoption of SEAP Minutes from the June Meeting – Kenneth Southwick should have been listed as “Others Present” and not as a “Members Present” on both days. On page 1, it was Eric Remelius not Kent Kolaga who “asked if advice from the panel could be given to others...” Kent Kolaga made a motion to approve the minutes as corrected. Ray Wicks seconded the motion. Motion passed.

Adoption of Annual Report – A copy of the opening letter from the SEAP chair was given to panel members for their review. A few minor changes were suggested. Lynda Roberts indicated that at the February panel meeting, her subcommittee will present to the panel a new suggested format for the annual report. Tamara Arthaud made a motion to accept the letter and the annual report with the suggested changes. Eileen Huth seconded the motion. Kent Kolaga amended the motion to only pertain to the report itself as corrected. Kristen Callen seconded the amendment to the motion. The amendment passed. The amended motion passed.

Charge for the Public Comment Subcommittee – Originally the Public Comment subcommittee was an ad hoc committee and was asked to develop a plan for public forums. The Public Comment subcommittee is now a permanent subcommittee. If guests attend panel meetings, the Public Comment subcommittee is to make them comfortable and give them the rules for making a public comment. If comments/questions for the panel come in through the website or by mail, they will be forwarded to the Public Comment subcommittee to handle (they will be routed to DESE if something they should handle). Guests are limited to a five minute presentation during panel meetings. It was suggested that the scope of the public comment committee include developing ways for the public to provide comments to the panel. Public forums are still a possibility. Need to develop a generic plan along with costs for implementing public forums and include a clear intent of purpose (people can express their opinions or concerns) and a description of the forum, time limits, other options and methods for getting public comment, and how this will be valuable to the panel (assisting in identify unmet needs so the panel can advise DESE on). Deana O'Brien will email Cathy Meyer to let her know about the charge for her subcommittee.

Recommendations for Changes to Bylaws - Kent Kolaga and Lynda Roberts reviewed and made a few changes to the panel's bylaws. Copies were handed out to panel members for review. They reviewed three areas in the bylaws: membership (recent changes in IDEA that added a couple new categories to the membership); duties (recent changes in IDEA but will probably need to wait for the final regulations before making changes); and, expansion of the executive committee. Two options for expanding the executive committee were given. Panel members were asked to review the changes/options and to be prepared to vote on them at the November meeting. Ray Wicks made a motion that the second option should read that the executive committee be comprised of no more than four members at large in addition to the chair, vice chair, secretary, previous chair, and Assistant Commissioner of the Division (the AC does not have the ability to vote). Joan Zavitsky seconded the motion. It was suggested that the members at large be elected. Motion passed.

Nominations Subcommittee – Barbara Scheidegger indicated that her subcommittee was not ready to report on the changes to the nomination's process for the panel and for the election's process. If anyone has any suggestions, send them to Barbara so she can incorporate them into their procedures. She will email the proposed process to the panel for review at least two weeks prior to the next meeting.

Future Agenda Items – The following items were suggested as possible agenda items at previous panel meetings:

- Presentation from Curriculum and Assessment on Assessment Accommodations and MAP-A (alternate test) - Deana will let Melodie know if there is time at the November meeting for a short presentation.
- Update on SIG grants - It was decided that overview information would be sent to the panel.
- Presentation on Reading First Schools – Kim Oligschlaeger will check on what information is available and let the panel know at the November meeting. A date can then be set for a future presentation.

Future Panel Meetings – Kent Kolaga indicated that Fridays would not work for Mike Hanrahan and suggested some meetings be on other days.

November 3 (1:00-4:00) – November 4 (9:00-4:00) Truman Bldg Rm 850

February 17 (Friday) (9:00-4:00) Truman Bldg Rm 850

April 20 (Thursday) (9:00-4:00) Truman Bldg Rm 500

June 23 (Friday) (9:00-4:00) Truman Bldg Rm 500

August 3 (Thursday) (9:00-4:00) Truman Bldg Rm 500

Lynda Roberts made a motion to adjourn the meeting. Eileen Huth seconded the motion. Meeting adjourned at 2:30 p.m.